



**2ND-3RD YEAR
INSTRUCTOR INSTITUTE
SYLLABUS**



Contact Information	
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1. Syllabus Overview --

This syllabus covers the institute description, objectives, resources, expectations, prerequisites, and assignments. Please read the syllabus thoroughly, making note of important dates and expectations. If you have questions, please contact one of the two names listed above.

2. Description –

The Second and Third Year Instructors' Institute aims to prepare instructors, instructional aides, and program directors who were hired between July 1 2007 and December 31 2008 to be effective teaching, assisting in, and supporting organized, scheduled adult basic education classes. In a face-to-face meeting, participants will become familiar with standardized and formative assessment techniques, how to develop lessons based on assessment results, and effective instructional strategies in mathematics, all in the

context of managed classes. After the first face-to-face meeting, participants will develop a classroom project in which they will apply strategies learned in the meeting, and the results of those projects will be shared at a project showcase.

3. Basic Information for Face-to-Face Sessions

Topics	Instructors	Cohort 1 Dates & Locations	Cohort 3 Dates & Locations	Cohort 2 Dates & Locations
Day 1 Assessment and Instruction	Dr. Barbara Nielsen	September 10 & 11 @Rough River State Park, 800-325-0057	September 24 & 25 at Natural Bridge State Park, 800-325-1710	February 24 & 25 at KCTCS, Versailles Room 201B
Day 2 Effective Instructional Strategies Applied to Math	Patty Hardin			
Day 3 Classroom Project Showcase	Connie Spencer-Ackerman	12/14/09 Madisonville C&TC	12/16/09 Big Sandy C&TC Rm 117	April 28 KCTCS. Versailles

4. Learning Objectives –

Participants will:

- Observe and practice effective small group direct instruction.
- Participate in cooperative learning groups for specific purposes.
- Study and practice strategies for meeting the needs of all students.
- Identify and practice using current best teaching practices.
- Analyze appropriate test questions for potential student gaps.
- Design mini-lessons to meet content learning gaps.
- Study and practice “think aloud” learning strategies.

5. Resources –

- *A Handbook for Classroom Instruction that Works* – Marzano, Norford, Paynter, Pickering, & Gaddy, Association for Supervision and Curriculum Development, 2001 (If you have a copy from the previous year, please bring it. Copies will be provided to those who do not already have one.)
- Institute Handbook

- **Wimba Webinar** – This Webinar will require a computer and, ideally, a microphone and headset, both of which were distributed to all programs by KYAE. If enrollees do not have a microphone and headset, they can participate with only a computer and its built-in microphone. Please check for the equipment at least one week in advance of the scheduled Webinar. Complete directions will be sent one week prior to the scheduled session.

6. Expectations –

Because KYAE has invested significant public funds in supporting this institute, attendance is expected during the full schedule (beginning time to adjournment) of all meetings. In order to maximize the content of the institute, participants are expected to also complete all additional components – advance work, interim work, and observation. If a serious situation, such as illness, prevents attendance at any session, participants are asked to notify Rebecca Nelson at 606-783-2026 in advance of the scheduled session.

7. Weather Policy – If you have a question about a weather cancellation, call Connie Spencer-Ackerman at 606-776-3652 **by 7:00 a.m.** on the morning of the scheduled session.

8. Prerequisites – KYAE200 Orientation to Adult Education

9. Institute Design – The institute will be an extended experience, combining face-to-face workshops, demonstrations of instructional strategies, distance learning, classroom application, and an opportunity to receive feedback from an instructional coach. The components of the institute are listed below.

10. Activities and Dates/Deadlines –

Activity	Additional Information	Dates/Deadlines		
		Cohort 1	Cohort 3	Cohort 2
Assessment of Prior Knowledge & Assessment of Self-Efficacy –online surveys to determine participants' familiarity with the content of the institute and comfort with implementation	1 - Go to the KYVAE/Angel Website and complete the assessments found in The 2 nd and 3 rd Year Instructors' Institute. Select your training location/cohort.	<ul style="list-style-type: none"> • by 3 days in advance of the first meeting 		
Face-to-Face Meeting – 2 days covering the use of formal and informal assessment to plan instruction and effective instructional strategies	10 th & 11 th – Rough River State Park 24 th & 25 th – Natural Bridge State Park 2/24 & 25 – KCTCS in Versailles	9/10-11	9/24-25	2/24 - 25

10/29/2009

Webinar or Videoconference – a session during which participants may observe demonstrations of teaching strategies and ask questions	Additional information will be shared when plans are finalized.	11/18, 10 – 12, EST & 3/5/10, 10 – 12, EST		
Classroom Project – a project during which knowledge acquired in the face-to-face sessions will be implemented in the classroom, resulting in formal lesson plans and a course syllabus	Project guidelines will be distributed at the first face-to-face meeting.	12/11/09	12/18/09	4/2/10
Coaching Visits/Teaching Observations – an opportunity to practice instructional strategies and receive constructive feedback	Arrangements will be made by phone.	To be determined		
Classroom Project Showcase – a final session when classroom projects will be showcased	Come to the project showcase with *** copies of your newspaper piece, lesson plan, and lesson evaluation. Also e-mail a typed copy of the lesson and article to r.nelson@moreheadstate.edu . OR send all electronically to Rebecca for duplication no later than one week prior to the showcase. No handwritten materials will be accepted.	12/14/09 ***28	12/16/09 ***35	4/28/10 ***tbd
Assessment of Knowledge Gained – an online survey to determine the effectiveness of the institute overall and the knowledge gained as a result of participation	Go to the KYVAE/Angel Website and complete the assessment of knowledge gained and self-efficacy found in The 2 nd and 3 rd Year Instructors' Institute. Select your training location/cohort.	1/08/10	1/08/10	5/7/10

11. Constructive Feedback –Feedback on your classroom project will be based on the project rubric, which is posted on Angel. You will receive feedback on your teaching demonstration from an experienced educator.

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